

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Paulina Cantu
DEPARTMENT HEAD

09/08/16
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. *Willie Delgado*
HUMAN RESOURCES DIRECTOR

9/9/2016
Date

PERSONNEL PROCEDURES COMPLETED

YES NO

3. *[Signature]*
DEPARTMENT OF BUDGET & MANAGEMENT

9/12/16
Date

BUDGET PROCEDURES COMPLETED

YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: CRIMINAL DISTRICT ATTORNEY (HIDTA) DATE: 9/8/2016

1291/1251

CURRENT POSITION TITLE: ASSISTANT COMMANDER

DI

CURRENT SLOT #: G008/G037

5/2016
G037

REQUESTED POSITION TITLE: ASSISTANT COMMANDER

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SALARY ADJUSTMENT (INCREASE)

* Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount from FUND 1291:

\$ 69,000.00 \$ 69,000.00 \$ 0.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

Salary Amount from FUND 1251:

\$ 0.00 \$ 11,000.00 \$ 11,000.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other HIDTA CHAPTER 59 ACCT 6-1251-412-00-270-011-0-XXX

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: Exempt Non-Exempt N/A
FLSA: Exempt Non-Exempt

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

ADJUSTMENT NEEDED TO ALIGN SALARY WITH DUTIES, RESPONSIBILITIES AND REQUIREMENTS OF THE POSITION.

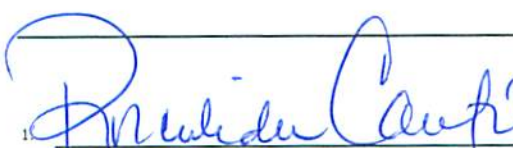


NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>09/08/16</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT HEAD	Date					
2.		<u>9/08/2016</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.		<u>9/12/2016</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.	_____	_____	_____				
	COMMISSIONERS' COURT APPROVAL	Date					